

## Management Oversight

The following reports/inquiries can (and should) be run regularly to give managers a quick idea whether certain pieces of the system are being used properly.

**Global Trial Balance:** (Reports - Global - Global Financial Reports - Global HH Trial Balance)

At minimum, run this report around the 23<sup>rd</sup> or 24<sup>th</sup> of every month for anyone with a debit (\$1.00) and again for anyone with a credit balance (-\$1.00) or more. All balances should be down to zero at the end of each month or be a "known" exception. (We also recommend monitoring at the end of the first-of-the-month payment period - run the reports somewhere around the 5<sup>th</sup> or 6<sup>th</sup> - again, all balances should be at zero.)

**Activity Trial Balance:** (Reports - Activity - Activity Financial Reports - Activity Trial Balance)

If the Global Trial Balance looks sketchy, run the Activity Trial Balance to see which Center has balance issues. Note: This report can only be run for debit balances (people who owe you money). **Suggestion:** Take the Pay Cards out of the centers. As long as these exist, the system balance will never be trusted or maintained. If balances are wrong, financials are wrong, and rosters probably are wrong.

**Shot Report:** (Reports - CYS - CYS General Reports - Shot Report)

Run for shots not done from 7/1/1985 - Current Date to show anyone with shots due as of today. Randomly pick some children off the list and see if they had a visit in the center recently (go to Global HH Inquiry, find the household, click Passes, select the appropriate pass, then click the Visits button).

**Family Care Plan Report:** (Reports - CYS - CYS General Reports - Family Care Plan Report)

Run this once per month for the prior month. It will show who owes you a Family Care Plan. Randomly pick some children off the list and see if they had a visit in the center recently (go to Global HH Inquiry, find the household, click Passes, select the appropriate pass, then click the Visits button). Central Registration should be adding Household Ticklers so a message indicating a Family Care Plan is coming due or overdue shows at Swipe In.

**Provider Referral Report:** (Reports - CYS - FCC Reports - Provider Referral Report)

If no referrals show on this report for a given month, either FCC isn't adding new providers, keeping home rosters up to date, etc. or Central Registration isn't using the system for FCC referrals or posting referrals it makes.

**Activity Roster Report:** (Reports - Activity - Activity Roster Reports - Activity Rosters)

Run rosters for several rooms, then go to those rooms and see if these are actually the children enrolled and attending. If they don't match, chances are you have debit or credit balance issues.

**Waitlist Inquiry:** (Reports - CYS - CYS General Reports - Waitlist Report)

Look at the Preference for Care list and find the last person (scroll to the bottom of the list). If the Preference Date is old (2-3 months ago or more) this may indicate Central Registration has stopped using the waitlist. Preference dates are the dates the Excess Demand patrons said yes/no to a viable option.

**Staff Module/Provider Module:** (Files - CYS - CYS Staff Module or CYS FCC Provider Module)

Look at all tabs (Recognitions, Background, Training, Home Visits, Room Visits, etc). If no data is there, Staff Admin Records and Training Records are not being maintained in the system.

**Court Reservation Inquiry: (Inquiry - Court - Court Reservation Inquiry)**

Find an hourly room and click the Schedule button. If the current month **or** prior months have Monday-Friday buttons that say "Unsched" or "Open" it means Hourly Reservations are being done **outside** the System. "Partial" on the Monday-Friday buttons means reservations are being done in the system.

**Household Audit Report: (Reports - CYS - CYS CDC Reports - HH Audit Report)**

Run this report wide open with the SPOUSE ONLY option toggled. The only name that should appear on the list is the Internal Household (a control account for CYMS). If there are other names on the list, this means there is a disconnect in the sponsor status (branch of service, status, grade, rank), the spouse status or both. This is key annual report information! Central Registration should fix immediately!